



DEPARTMENT OF THE AIR FORCE
11TH WING



15 Aug 97

MEMORANDUM FOR ALL AIR FORCE RESERVE INDIVIDUAL MOBILIZATION AUGMENTEES (IMAs) PERFORMING INACTIVE DUTY FOR TRAINING (IDTs), ANNUAL TOUR (AT) OR SPECIAL TOURS OF ACTIVE DUTY (AD) AND ALL OTHER PERSONNEL UNDER THE AIR FORCE RESERVE COMMAND (AFRC) PERFORMING DUTY IN THE WASHINGTON DC AREA

FROM: Reserve Affairs Office
HQ 11th WING/DPMR
1240 Air Force Pentagon
Washington DC 20330-1240

SUBJECT: Billeting policy for IMAs performing duty in the Washington DC area (Supersedes 17 Mar 95 Policy Letter)

1. This policy applies to all IMAs, regardless of command, and AFRC personnel who performs AT, IDTs or AD at the Pentagon or surrounding areas but not including Ft. Meade, Bolling AFB DC and Andrews AFB MD.

2. Effective 15 August 1997 the following procedures will be used to secure billeting at no cost to the military member in performance of IDTs. All other types of duty will be paid for by the member and reimbursed with a DD Form 1351-2 (Travel Voucher).

a. The IMA will **call directly** to one of the four hotels listed on attachment 1 and reserve their room for their duty dates. **(Do not use the chain corporate 800 number)** The IMA will identify themselves as a reservist authorized the AF Reserve government contract rate. They give the hotel their credit card number to reserve the room for the first night. If the member reserves his room and does not show up and does not cancel his room reservations within 24 hours of arrival, the hotel, at their discretion, may charge the member for one nights lodging.

b. The IMA will then FAX to the 11 Wing Reserve Affairs Office (11WG/DPMR) their AF Form 40a with the name of the hotel (where the reservations are made), the number of nights reserved, check-in and check-out dates, hotel confirmation number and a telephone number where they can be reached on the top of the form and parts I, II and III completely filled out. (See attachment 2, AF 40a) The IMA will then confirm that the FAX was received. (See attachment 1, Info Sheet)

c. 11 WG/DPMR will confirm the member's eligibility for government quarters and will FAX to the hotel a contract quarters authorization form for the member to receive quarters.

d. Upon check-in the IMA will inform the desk clerk the number of nights he or she will be on IDTs and on active duty orders if mixing both types of duty. This will insure the proper bills are charged. Member will confirm the room rate as stated in attachment 1.

d. **(Upon check out from the hotel the IMA must present a completed copy of the AF Form 40a with section IV completely signed to pay for the cost of the room.)** The hotel will charge the member for all incidental expenses incurred i.e. phone calls, room service, movies etc. **NOTE!** It is the member's responsibility to insure the hotel receives the completed AF Form 40a at check out or the hotel will have the right to charge the member the cost of the room.

e. The hotels will forward to 11 Wing Reserve Affairs Office the completed AF Forms 40a, the contract quarters authorization letters and the hotel bills for payment.

3. The following procedures will be used by AFRC, ARPC and organizations publishing orders, AF Form 938 or DD Form 1610, for AF reserve personnel, military/civilian, performing duty in the Washington DC area.
- a. In the remarks section of the AF Form 938 or DD Form 1610 the following statement must be inserted, **"MEMBER AUTHORIZED AIR FORCE RESERVE CONTRACT QUARTERS RATE"**.
 - b. Insure personnel make their reservations directly with the hotel and identify themselves as authorized the Air Force Reserve contract quarters rate and state to the hotel they will be on active duty orders. Please confirm the room rate as stated in attachment 1.
4. The contract for these four hotels are for the use of IMAs performing IDTs or AT outside of Bolling AFB proper and for all other assigned AFRC assigned personnel. IMAs who perform duty at Bolling AFB may use these quarters if no space is available on the installation. IMAs who are authorized quarters at the hotels may still use Bolling AFB, Ft. Myers or Ft. Belvoir if they wish. The government will be charged at the lowest negotiated rate, any room upgrade or additional person charges will be at the member expense.
5. IMAs **must** use, if available, one of these hotels or Bolling AFB billeting for annual tours (AT) and special tours of active duty.
6. IMAs or unit personnel **will not** be reimbursed for quarters on IDT status if one of the contract hotels are not used. If all the hotels or Bolling AFB are unavailable then the reservists must try to reschedule their duty if possible. This office **does not** have the authority to waive this requirement.
7. These hotels will provide transportation to and from the Metro and to and from National airport. The DoubleTree and Ramada Plaza will provide transportation to the Pentagon and the Ramada Plaza and Quality Hotel will provide transportation to Rosslyn, VA Metro. (See attachment 1, Info Sheet)
8. Any reservists who is not assigned or attached to either the Pentagon, Bolling AFB, Ft Belvoir or any other local organization who wishes to perform IDTs in the Washington area and wishes government contract quarters at no charge must receive prior authorization from this office before making reservations.
9. In case of a dispute or clarification of eligibility, this office will be the final authority for the authorization of government contract quarters.
10. This office and the contract hotels will make every effort to accommodate all IMAs and AFRC assigned personnel. Please direct any questions to this office at (703) 697-0118 or DSN 227-0118, Email; eapodaca@mail.bolling.af.mil, jcwiekal@mail.bolling.af.mil or sgregory@mail.bolling.af.mil.

Edward A. Apodaca

EDWARD A. APODACA, CMSgt, USAF
Chief, Reserve Affairs & IMA Administration

Attachments:

1. General Information Sheet
2. AF Form 40a

Attachment 1 General Information Sheet

HQ 11WG/DPMR
1240 Air Force Pentagon, Rm 5D340
Washington, DC 20330-1240
DSN 227-0118, Commercial (703) 697-0118
FAX 227-7513, Commercial (703) 697-7513
E-Mail; eapodaca@mail.bolling.af.mil
E-Mail; sgregory@mail.bolling.af.mil
E-Mail; jcwiekal@mail.bolling.af.mil

POCs: CMSgt Edward Apodaca
Chief, Reserve Affairs &
IMA Administration

SMSgt Stanley Gregory
Assistant Chief of Reserve Affairs

Mr. Jasson Cwiekalo, DAFC
Administrative Assistant, Reserve Affairs
Primary POC For Hotel Contract

Bolling AFB Billeting Office Address:
11th Services/SVMH
52 Theisen St., Bldg. 602
Bolling AFB, DC 20332-5411
DSN 297-5741, Commercial (202) 767-5741
FAX 297-5878, Commercial (202) 767-5878

Mr. Warren Teats
Lodging Manager
E-Mail; wteets@mail.bolling.af.mil

TSgt McCullough
NCOIC, Services

Hotel Name	Amenities
<p>DoubleTree Hotel 300 Army Navy Drive Arlington, VA 22202 Reservations: 703-416-3820 Fax: 703-416-4126 (Identify yourself as a AF Reservists under the AF Reserve Billeting Contract) Contract Rate: \$89.00 per night</p>	<ul style="list-style-type: none"> • Shuttle to Crystal City Metro and To/From National Airport • Full service fitness facility • Parking \$4.00 a day • Restaurant • Full service business center • Skydome lounge
<p>Ramada Plaza Hotel 4641 Kenmore Avenue Alexandria, VA 22304 Reservations: 703-751-4510 Fax: 703-751-4635 (Identify yourself as a AF Reservist under the AF Reserve Billeting Contract) Contract Rate: \$84.00 per night</p>	<ul style="list-style-type: none"> • Heated indoor pool, whirlpool, and fitness center • Complimentary pass to Skyline Athletic Club • Complimentary covered parking • Complimentary van service to/from: <ul style="list-style-type: none"> ◆ National Airport ◆ The Pentagon ◆ Crystal City Metro ◆ Rosslyn
<p>Quality Hotel & Suites 1200 North Courthouse Road Arlington, VA 22201 Reservations: 703-247-1019 Fax: 703-522-6814 (Identify yourself as a AF Reservist under the AF Reserve Billeting Contract) Note! Call the hotel as soon as you get off the plane, before picking up your luggage. Average waiting time for pick-up is 15-20 minutes. Contract Rate: \$74.00 per night</p>	<ul style="list-style-type: none"> • Free local phone calls • Complimentary parking • Daily newspaper • Outdoor seasonal pool • Fitness center and sauna • Scheduled shuttle service to Rosslyn Metro stop • Tuesday evening reception (1730 - 1830) • Shuttle To/From National airport upon prior arrangement(Identify yourself as a AF Reservist under the AF Reserve Billeting Contract)
<p>Holiday Inn Eisenhower 2460 Eisenhower Drive Alexandria, VA 22303 Reservations: 703-960-3400 Fax: 703-329-0953 or 703-960-9583 (Identify yourself as a AF Reservist under the AF Reserve Billeting Contract) Contract Rate: \$70.00 per night</p>	<ul style="list-style-type: none"> • Next to Eisenhower Metro stop • Exercise Room/Indoor pool • Free parking • Full service hotel • Shuttle To/From National Airport

Attachment 2 (2b)

(Name of hotel), (# nights), (Check-in & Check-out dates), Confirmation #, Telephone (XXX) XXX-XXXX

RECORD OF INDIVIDUAL INACTIVE DUTY TRAINING <i>(Use to report days within the same month)</i>					
AUTHORITY: 10 U.S.C. 1332. PRINCIPAL PURPOSES: To record Reserve Member's inactive duty training for payment, years of service credit, and determining fulfillment of requirements for retention in Ready Reserve. ROUTINE USES: Information may be disclosed to Federal, State, and local agencies in the pursuit of their official duties. DISCLOSURE IS VOLUNTARY: Failure to provide the information, including the SSN, could result in the improper recording of training and retirement credits, thus adversely affecting retirement actions.					
I. PERSONAL/PAY DATA <i>(Type or print clearly in ink)</i>					
RANK/LAST NAME Major Steve Canon		SSN 123-45-6789		RPO (IMAs) / UNIT (Unit Reservists) 459 AW Andrews AFB MD	
PAY STATUS (MUST use separate form for pay and non-pay. Non-pay IDTs - submission to CRPO applies to IMAs Only)		INCENTIVE/SPECIALITY PAY			
<input checked="" type="checkbox"/> PAY		<input type="checkbox"/> NON-PAY		<input type="checkbox"/> Aviation Career Incentive Pay (ACIP)	
				<input type="checkbox"/> OTHER (Specify)	
		<input type="checkbox"/> Hazardous Duty Incentive Pay (HDIP) (Provide authorizing documents)			
TYPE OF TRAINING					
<input checked="" type="checkbox"/> TP					
<input type="checkbox"/> ET					
<input type="checkbox"/> Other (Specify):					
II. TRAINING DATA <i>(List each day of training separately)</i>					
DATE YY/MM/DD	DUTY HOURS WORKED (Inclusive)	TOTAL HOURS WORKED	NUMBER OF POINTS	TRAINING LOCATION/REMARKS	
97/08/01	0730-1630	8	2	Pentagon Washington DC	
97/08/02	0730-1630	8	2	Pentagon Washington DC	
97/08/03	0730-1630	8	2	Pentagon Washington DC	
III. AUTHORIZATION FOR TRANSIENT QUARTERS AND SUBSISTENCE <i>(Required for billeting only and shall not exceed the number of training days. Complete and return to reservist prior to the reservist reporting for scheduled training)</i>					
See AFI 90-9, Chap 4 and AF 146-7, Chap 5. Reservists on Inactive Duty Training (IDT) are authorized to occupy VOQ/VAQ, including contract quarters, in conjunction with the date(s) shown above. On an IDT day, only enlisted reservists in pay status are authorized subsistence-in-kind if training is 8 hours or more in any one day. If the duty is less than 8 hours or is non-pay status, or if the reservist is an officer, the reservist MUST pay the basic food charge. The Authorizing Official is the commander of the assigned unit or a representative designated IN WRITING.					
AUTHORIZING OFFICIAL'S SIGNATURE AND TITLE Jimmy Dolittle, LtCol, USAF Commander			DATE (Must be same or prior to first date of training) 15 Jul 97		SUBSISTENCE AUTHORIZED <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
IV. CERTIFICATION <i>(Certifying official is the military member or civilian who supervised the training and has knowledge it was performed.)</i>					
The penalty for willfully making false claims is: A maximum fine of \$10,000 or maximum imprisonment of 5 years (18 U.S.C. 287). By signing and dating this form, the Reservist and Certifying Official (training supervisor who has knowledge training was performed) verify satisfactory completion of all training period(s) listed in Section II. The dates must be on or after the last date of training.					
RESERVIST'S NAME (Type/Print legibly in Ink)		RESERVIST'S SIGNATURE (In Ink)		DATE	
CERTIFYING OFFICIAL'S NAME/GRADE (Type/Print legibly in ink)		SIGNATURE (In Ink)		DATE	
V. DISTRIBUTION					
The Certifying Official will send copy 1 to member's Reserve Pay Office (RPO) for Paid IDTs, or HQ ARPC/MSPPC-4 (IMAs and RDs only) for Non-Paid IDTs not later than 2 duty days after the member completes the training.					